

Creating a WA_EM text file

A “transfer complete” message only means the filing left your computer; it does not mean the OIC accepted your filing or that it even left your company. Only the WA_EM text file provides positive feedback for your FTP electronic filing with the OIC. Please work with your company resources to create these text files.

The system typically processes WA_EM files within a few minutes. However, if a problem file temporarily stops the processing system, your filing will remain on the FTP site until the processing system is re-started. After the re-start, the system will process waiting files.

Please note the system cannot reply to filings that arrive corrupt or do not correctly follow the NAIC electronic filing submission directive or OIC electronic submission directive. Our experience to-date shows that the causes of corrupt filings are solely under the control of the company.

If the company does not receive a response to its WA_EM file, the cause is likely:

- 1) A firewall or other security setting at the company or its Internet Service Provider that blocks or corrupts FTP transfers.
- 2) Typing errors which creates an invalid e-mail address.

Please work with your computer security personnel and/or review the filing to correct any errors before you resubmit your filing.

Typically, computers running Microsoft® Windows have the Notepad program. If yours does not, see the other options at the end of this document.

1. Click Start | Programs | Accessories | Notepad
2. Type the email address you want the response to go to. For example, MTBucket@sample.net
- 2a. If you wish to send the response to additional addresses, press the enter key and add another email address on the next line.
3. Save the file (click File | Save). The WA_EM file name must have the same first eight **fields** as the ZIP file it will go into. Then, make the **State Supplement Code** “WA” and the **Filing BLOB type code** “EM”. The **extension** must be “TXT”. (Terms in bold italic type are defined by the NAIC.)
Example: if the correct ZIP file name is
“66666_01_X_2005_O_M_01_0_NA_1.ZIP”, name the e-mail file
“66666_01_X_2005_O_M_01_0_WA_EM.TXT”.
4. Add the WA_EM file INTO the existing ZIP file. Please read your ZIP program instructions to find out how to add files to an existing ZIP file.

Other file creation options:

You may use any text editor that creates text files, including WordPad or Microsoft Word. Replace step 3 with File | Save As, name the file, then click the Save as Type list box. Click on Text Document (in WordPad) or Plain Text (in Word). The program will display a warning that all formatting will be removed. This is what makes it a text file, so choose OK.